



**STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION**

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Renee Caratozzolo,
Vocational Rehabilitation Counselor
2, Department of Labor

CSC Docket No. 2017-3173

Examination Appeal

ISSUED: April 6, 2018

(AMR)

Renee Caratozzolo appeals the determination of the Division of Agency Services that she did not meet the education requirement for the promotional examination for Vocational Rehabilitation Counselor 2, Department of Labor.

The subject examination was announced with a closing date of July 21, 2016 and was open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the title of Vocational Rehabilitation Counselor 1, Vocational Rehabilitation Counselor 1 Bilingual in Spanish and English, or Vocational Rehabilitation Counselor 1 Deaf Language Specialist. Applicants were also required to possess a Master's degree in Rehabilitation Counseling, Education, Social Work, Counseling, Special Education, School Guidance or Psychology from an accredited college or university and successful completion of one graduate course in Theories and Techniques of Counseling. A current and valid certification as a Certified Rehabilitation Counselor issued by the Commission on Rehabilitation Counselor Certification may be substituted for the Master's degree. Two years of experience in vocational/rehabilitation guidance or counseling, or social or medical casework in a rehabilitation agency, facility or other social program designed to increase the employability of persons with disabilities was also required. A total of 34 applicants applied for the subject examination that resulted in a list of 31 eligibles with an expiration date of January 4, 2020. There are currently no provisionals serving in the subject title.

The appellant indicated on her application that she has been serving as a Vocational Rehabilitation Counselor 1 from November 2012 to July 2016. She also held the titles of Placement Coordinator/Trainer at 4CS of Passaic County, Inc. from April 2009 to September 2011, and Placement Specialist at Enable, Small and Associates from January 2008 to December 2009. The appellant indicated that she possesses a Master's Degree in Community Health Education, but she did not submit the required documentation that she completed the graduate course in Theories and Techniques of Counseling. Agency Services found that she did not meet the education requirement, as her degree is not in one of the specific fields of study listed in the announcement. It also found that the appellant did not submit the required documentation evidencing completion of the graduate course in Theories and Techniques of Counseling.

On appeal to the Civil Service Commission (Commission), the appellant asserts that she is currently serving as a Vocational Rehabilitation Counselor 1 and possesses a Master's Degree in Community Health Education. She also included in her appeal submission a transcript from American Public University System which demonstrates that she completed the Personality and Counseling Theories graduate course in 2012.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date.

Agency Services correctly determined that the appellant was not eligible for the subject examination as she did not meet the education requirements by the July 21, 2016 closing date. Specifically, Agency Services did not find that her Master's Degree in Community Health Education could be substituted in order to satisfy the announced requirement and she failed to submit with her original application, documentation that she completed the graduate course in Theories and Techniques of Counseling.

The National Center for Education Statistics indicates that a field of study leading to a degree in education is defined as an instructional program that focuses on theory and practice of learning and teaching, and related research, administrative and support services. A review of the transcripts of the coursework completed by the appellant indicates that her master's coursework was focused on public health, not educational coursework. Therefore, her master's degree in Community Health Education is not equivalent to a master's degree in Education.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 4th DAY OF APRIL , 2018



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